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State of Idaho

Legislative Services Office

Management Report

A communication to the Joint Finance-Appropriations Committee

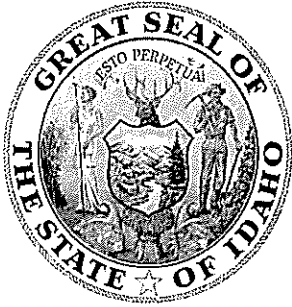
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## IDAHO OFFICE OF DRUG POLICY

FY 2009, 2010, AND 2011

Report MR19811  
Date Issued: October 14, 2011

*Serving Idaho's Citizen Legislature*



Idaho Legislative Services Office  
Legislative Audits Division

Don H. Berg, Manager

## IDAHO OFFICE OF DRUG POLICY

### SUMMARY

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#### PURPOSE OF MANAGEMENT REVIEW

We conducted a management review of the Idaho Office of Drug Policy covering the fiscal years ended June 30, 2009, 2010, and 2011. Our review covered general administrative procedures and accounting controls to determine that activities are properly recorded and reported.

The intent of this review was not to express an opinion, but to provide general assurance on internal controls and to raise the awareness of management and others of any conditions and control weaknesses that may exist and offer recommendations for improvement.

#### CONCLUSION

We did not identify any significant conditions or weaknesses in the general administrative and accounting controls of the Office.

#### FINDINGS AND RECOMMENDATIONS

There is one finding and recommendation in this report.

**Finding 1** – Travel costs are not documented as required, claimed in error, or not allowed by policy.

The complete finding is detailed on page 1 of this report.

#### PRIOR FINDINGS AND RECOMMENDATIONS

There were no findings and recommendations in the prior report.

#### AGENCY RESPONSE

The Office has reviewed this report and is in general agreement with its contents.

#### FINANCIAL INFORMATION

The following financial data is for informational purposes only.

**IDAHO OFFICE OF DRUG POLICY – FINANCIAL SUMMARY FISCAL YEAR 2011**

<u>Fund</u>	<u>Fund Name</u>	<u>Beginning Cash/ Appropriation</u>	<u>Receipts/ Transfers In</u>	<u>Disbursements/ Transfers Out</u>	<u>Ending Cash/ Appropriation</u>
0182	Substance Abuse Treatment Fund	\$840	\$7	\$0	\$847
0349	Miscellaneous Revenue	24,151	0	108	24,043
0499	Millennium Income Fund	214	240,788	241,002	0
	Totals	\$25,205	\$240,795	\$241,110	\$24,890

**OTHER INFORMATION**

We discussed other issues which, if addressed, would improve internal control, compliance, and efficiency.

This report is intended solely for the information and use of the State of Idaho and the Idaho Office of Drug Policy and is not intended to be used by anyone other than these specified parties.

We appreciate the cooperation and assistance given to us by the administrative services manager, Gayle Hines, and her staff.

**ASSIGNED STAFF**

Chris Farnsworth, CPA, Managing Auditor

Maresa Blessinger, Staff Auditor

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# FINDINGS AND RECOMMENDATIONS

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Travel costs are not documented as required, claimed in error, or not allowed by policy.

Idaho Code, Sections 67-2005 and 67-2006 require all travelers to complete and sign a voucher certifying that travel costs were necessary and appropriate. State travel policies also require each agency to maintain complete records and supporting documentation for all travel costs on forms prescribed by the State Controller's Office. If travel costs are paid by direct billing or with a purchasing card (p-card), a complete accounting of these costs is required on the travel voucher form, and all appropriate receipts and invoices must be attached.

Travel costs of the Office are not consistently documented as required, and evidence is not readily available to verify that all travel costs incurred were properly accounted for and complete, or that established limits and other requirements were met. In addition, meals were provided at official meetings that exceeded the expense limit or when the meeting was less than the required six hour duration as defined by policy in order to be allowable.

The Office also used the State airplane on three occasions during the period reviewed, but no evidence was available to show that this was the most economical mode of transportation or that scheduling issues existed that warranted the use of the State plane.

## Recommendation

We recommend that the Office comply with State travel policies, reimburse travel costs at the limits and types of costs allowed, and include appropriate evidence to justify the mode or method of travel.

### **AGENCY'S RESPONSE AND CORRECTIVE ACTION PLAN**

It is the intent of Office of Drug Policy to adopt the travel policy and procedures as detailed by the State Controller's Office. The Office of Drug Policy will require all travelers to complete and sign a voucher certifying that travel costs were necessary and appropriate. All forms supplied by the State Controller's Office will be used for maintaining complete records supported with documentation for all travel costs. ODP will also be consistent with documenting travel in the future by making sure all established limits and requirements are met.

The Office of Drug Policy will make sure it does not exceed the expense meal limit when meetings are less than the required six hour duration as defined by policy. We will also ensure that when the State airplane is used proper evidence will be maintained to document the appropriate reason for its use.

## AGENCY RESPONSE

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C.L. "Butch" Otter  
Governor



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State of Idaho  
**Office of Drug Policy**  
Executive Office of the Governor

September 9, 2011

RE: Legislative Audit Report MR19811

The Idaho Office of Drug Policy has received and reviewed the draft of the Management Report for Fiscal Years 2009, 2010 and 2011.

Our agency accepts the audit report. We appreciate the work of Maresa Blessinger and Chris Farnsworth for their great suggestions on improvements for the procedures.

Respectfully,

A handwritten signature in black ink, appearing to read "Caitlin Zak".

Caitlin Zak  
Program Specialist  
Idaho Office of Drug Policy

A handwritten signature in black ink, appearing to read "Gayle Hines".

Gayle Hines  
Administrative Services Manager  
Office of Drug Policy

# APPENDIX

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## HISTORY

During the 2007 Legislative Session, the Office of Drug Policy was codified as the Office of Drug Policy, formerly known as the Office of the Drug Czar, within the Office of the Governor as established by an executive order signed by Governor James Risch. House Bill 106 also modified the Interagency Substance Abuse Committee membership to include the administrator of the Office of Drug Policy and named the administrator chair of the committee. The legislation created a single point of budget coordination and program direction for substance abuse programs that utilize State funds.

## STATUTORY AUTHORITY

Statutory authority for the Office of Drug Policy was codified in 2007 and is found in Idaho Code, Section 67-821.

## PURPOSE

The purpose of the Office of Drug Policy is to focus on statewide efforts to address substance abuse by assessing statewide needs, developing a statewide plan, and coordinating and directing efforts of all State entities that use public funds for efforts to address substance abuse.

## FUNDING

The Office of Drug Policy was funded by the State General Fund in fiscal year 2009 and was funded by the Millennium Income Fund in fiscal years 2010 and 2011.

## ORGANIZATION

The Office of Drug Policy has three full time staff members, with the administrator appointed by the Governor. All three employees are non-classified. The administrator serves as chair of the Interagency Committee on Substance Abuse Prevention and Treatment. Membership of the multi-jurisdictional committee comprises:

- The director of the Department of Health and Welfare or the director's designee.
- The director of the Department of Correction or the director's designee.
- The director of the Department of Juvenile Corrections or the director's designee.
- The Superintendent of Public Instruction or the Superintendent's designee.
- The director of the Idaho State Police or the director's designee.
- The director of the Idaho Transportation Department or the director's designee.
- The administrative director of the Idaho Supreme Court or the director's designee;
- The chairperson of the State Board of Health and Welfare or the chair's designee.
- The chairperson of the Board of Correction or the chair's designee.
- The chairperson of the Board of Juvenile Corrections or the chair's designee.
- The chairperson of the Drug Court and Mental Health Court Coordinating Committee, established under Idaho Code, Section 19-5606, or the chair's designee.
- The chairperson of the Senate Health and Welfare committee or the chair's designee.
- The chairperson of the House of Representatives Health and Welfare Committee or the chair's designee.
- The chairperson of the Senate Judiciary and Rules Committee or the chair's designee.



- The chairperson of the House of Representatives Judiciary, Rules, and Administration committee or the chair's designee.
- The chief administrative official of other State governmental entities that expend funds to provide services to address substance abuse or that chief administrative official's designee.
- One representative of the regional advisory committees as determined by Idaho Code, Section 39-303A.
- Such additional ad hoc non-voting members as the administrator of the Office of Drug Policy may designate.

Office of Drug  
Policy  
Aug 2011

